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CPO 2-8846

NOV 8 1956

MEMORANDUM FOR: Chiefs of Admin/Support, DD/P Senior Staffs & Area Divisions

SUBJECT: Review of Administrative Plans

1. Recently a Division Chief of Support initiated a review of all Administrative Plans for Projects under his Division with the Case Officers handling those Projects and a representative of the Project Administrative Planning Staff.

2. Each Case Officer was interviewed with regard to his Project and was invited to disclose instances wherein the Administrative Plan or any part thereof was an administrative barrier to his operation. Case Officers without exception cooperated fully with this review and none expressed objection to the application of practical and realistic administrative requirements and standards.

3. The review disclosed no major problems, however, in certain instances, Plan provisions were causing administrative difficulties. Further discussion of these difficulties resulted in agreement regarding adjustment of Plans or procedures which, in the opinion of those present, would eliminate these difficulties and, at the same time, provide as good administrative controls as the operational circumstances would permit.

4. In view of the recent transfer of responsibility for preparation, amendment and monitoring of Administrative Plans to the Chiefs of Admin/Support of the operating Staffs and Divisions, it is suggested that similar reviews in other Divisions and Staffs might be beneficial. This review would reveal those Plans or phases of Plans which were determined to be unrealistic or unworkable and which required the preparation of Plan Amendments.

5. The Project Administrative Planning Staff advises that representatives of that Staff will be made available for such reviews upon request. Please contact [redacted] Chief of PAPS, in making arrangements.

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[redacted]
Special Support Assistant
to the
Deputy Director (Support)

SSA-DD/S:GND/ms (31 Oct. 56)

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